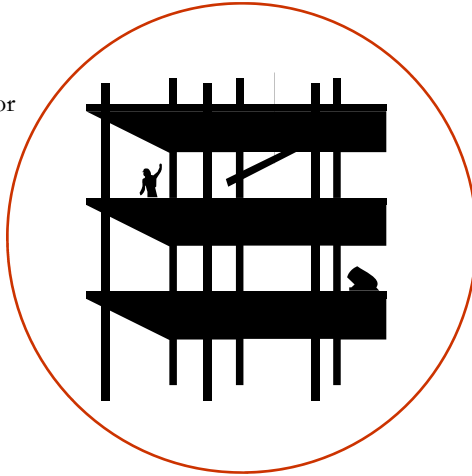


You can call for an inspection or obtain further information during regular office hours, Monday through Friday, 8:00 a.m. to 5:00 p.m. at these Building Permits Customer Service locations:



St. Croix District
No. 45 Mars Hill
Frederiksted, V.I.
Phone: 340-773-1082
Fax: 340-778-4620

St. Thomas/St. John District
Cyril E. King Airport, 2nd Fl
St. Thomas, V.I.
Phone: 340-774-3320
Fax: 340-714-9532

Also visit our website at:
www.dpnr.gov.vi



When to request building inspections



When to request building inspections

The Virgin Islands Building Code, Title 29, Section 297 (e) requires builders to give notice to the Office of Building Permits when construction is ready for inspection at defined stages.

It is therefore, your responsibility to contact the Building Division to conduct the required inspections once your construction project starts. Depending on the nature of your project, inspectors may have to visit your site several times. Neglecting these inspections may cause you costly delays and time consuming work stoppages.

The attached schedule lists various types of mandatory inspections that may be required for your project. The table also describes the stages of construction where you must notify the inspector of your readiness for inspection. Cost for these inspections is included in your building permit fee.

Inspectors will require a minimum of 48 hours notice to book a time to visit your site. When conducting their mandatory inspections, inspectors must be able to see that part of work under inspection. Any building elements covered before the related mandatory inspection has been made, will have to be uncovered for inspection and passed before the completion of your project.

Please remember that your approved plans must be on site for each inspection.

If you have any questions regarding these mandatory inspections, or are unclear as to when you should call for an inspection, please contact our office. The telephone number is listed on the reverse of this brochure.

	Poured Concrete Structure	Concrete Block Structure	Steel Structure	Wood Structure
Type of inspection	When to call for inspection	When to call for inspection	When to call for inspection	When to call for inspection
Foundations: Cistern, Footings or Building footings	at completion of reinforcing steel placement, before pouring concrete	at completion of reinforcing steel placement, before pouring concrete	at completion of reinforcing steel placement, before pouring concrete	at completion of reinforcing steel placement, before pouring concrete
Cistern walls	at completion of reinforcing steel placement, before pouring concrete	N/A	at completion of reinforcing steel placement, before pouring concrete	at completion of reinforcing steel placement, before pouring concrete
Cistern top/ Floor slab	at completion of reinforcing steel placement, before pouring concrete	at completion of reinforcing steel placement, before pouring concrete	at completion of reinforcing steel placement, before pouring concrete	at completion of reinforcing steel placement, before pouring concrete
Walls/ Columns	at completion of reinforcing steel placement, before pouring concrete	(columns only) at completion of reinforcing steel placement, before pouring concrete	at completion of wall framing, before installing siding	at completion of wall framing, before installing siding
Fire separations	at completion of wall, floor, and shaft fire separations, before installing interior finish	at completion of wall, floor, and shaft fire separations, before installing interior finish	at completion of wall, floor, and shaft fire separations, before installing interior finish	at completion of wall, floor, and shaft fire separations, before installing interior finish
Insulation barriers	at completion of insulation, before installing interior finish	at completion of insulation, before installing interior finish	at completion of insulation, before installing interior finish	at completion of insulation, before installing interior finish
Structural slab (elevated/suspended)	at completion of reinforcing steel placement, before pouring concrete	at completion of reinforcing steel placement, before pouring concrete	at completion of reinforcing steel placement, before pouring concrete	at completion of reinforcing steel placement, before pouring concrete
Roof	at completion of wood framing	at completion of bond beam's reinforcing steel placement	at completion of steel framing and bond beam's reinforcing steel placement	at completion of wood framing
Purlin	before installation of exterior roof covering	before installation of exterior roof covering	before installation of exterior roof covering	before installation of exterior roof covering
Concrete Roof	at completion of reinforcing steel placement, before pouring concrete	at completion of reinforcing steel placement, before pouring concrete	N/A	N/A
Final	at completion of interior/ exterior construction	at completion of interior/ exterior construction	at completion of interior/ exterior construction	at completion of interior/ exterior construction